

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1168

TITLE: DIRECTOR, DOCUMENT SERVICES DIVISION

GRADE: S-32

DEFINITION:

Under the administrative supervision of the Director of the Department of Cable Communications and Consumer Protection, administers County-wide printing, mailing, graphic arts, archives and records management, micrographic, and copier services; develops and administers related policies and procedures; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Oversees and directs all of the activities of the Division, to include: Copier Management Services, Mail Services, Archives and Records Services, Micrographic Services, and the Printing Services Center;

Develops and administers operating policies and practices to maximize cost efficiency, and staff and equipment productivity;

Establishes programs and priorities and sets standards and objectives;

Provides direction and guidance to staff;

In cooperation with the Department of Cable Communications and Consumer Protection, oversees the preparation, justification, and execution of the division's budget, and the oversight of all fiscal matters;

Oversees monitoring of contracts, and evaluates and prepares reports on vendors' performance;

Provides direction to staff in the management of the County's industrial fund-type cost systems for charge-back of agency support in copier, microfilm and printing services;

Oversees preparation of rate analyses and pricing formulas for billing of services;

Oversees investigation of the costing systems for the print shop to include determination of workload norms, evaluation of equipment, and recommendation for achieving greater economy;

Conducts cost-benefit analyses and prepares management reports and studies;

Develops plans for consolidating County mail and addressing services in order to provide for better workflow and more economical use of personnel;

Prepares, or oversees preparation of plans and specifications for contract projects, including estimating costs, developing requests for proposal, evaluating bids, recommending contract award, reviewing contractor work, and authorizing payment to vendors; and

Represents the County on Metropolitan Area Council of Governments committees, and provides staff support to other committees and boards related to the functional areas of the agency.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the principles, practices, and methods of personnel management, budgeting, program planning, and administration.

Knowledge of the principles, processes, materials, and equipment used in reproducing and duplicating materials through the use of offset, mimeograph, photocopy, and other equipment;

Knowledge of the principles, processes, materials, and equipment used in the graphic arts field;

Knowledge of the materials, tools, and equipment used in binding and finishing;

Knowledge of the principles, equipment, and applications of micrographics;

Knowledge of the principles and techniques of archiving;

Knowledge of the principles, methods, and practices of records management;

Knowledge of federal, state, and local regulations as they affect public records;

Knowledge of United States postal regulations;

Ability to administer the operation of a service organization;

Ability to plan, organize, and direct the work of professional and support staff;

Ability to effectively supervise others;

Ability to develop and execute long and short-term plans;

Ability to develop and implement agency goals and objectives;

Ability to coordinate and manage change in operations;

Ability to research, analyze, and evaluate complex data, and develop perceptive and innovative recommendations;

Ability to speak and write clearly and concisely;

Ability to prepare clear and concise reports and other informational material;

Ability to establish and maintain good working relationships with others, including high-level public and private-sector officials.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from accredited four-year college or university with a degree in public administration, business administration or a related field; PLUS

Five years of administrative experience preferably including technical experience in a multifunction document services environment (i.e., reprographics, records management, archiving, printing, automated mailing systems, and/or graphic arts), of which two must have been in a supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

None

REVISED: July 19, 2002

ESTABLISHED: July 31, 1995